

# Casual Hire Information Sheet



The principal mission of the Casual Payment Center (CPC) is the delivery of excellent customer service in the cost effective and prompt processing of payment of casual hires for the Bureau of Indian Affairs (BIA), the Bureau of Land Management (BLM), the National Park Service (NPS) and the Fish and Wildlife Service (FWS).



## Casual Payment Center

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## Processing of payments at the CPC



When the CPC receives the OF-288 from the Agency/Region, it takes up to 5 business days to process in our office. If there are questions on your timesheet needing clarification from your Agency, the process may take longer.

Once processed, allow up to 5 business days to receive a Direct Deposit payment or up to 10 business days through the US mail for a Treasury Check.



You may call to inquire about the status of your payment at any time. It would be helpful if you could provide your Agency's batch number to help us track your payment within our office.

## To Update your Information

In order to change your name, address, taxes, direct deposit, or any other information pertaining to your profile, we need your signed consent:



- **W-4** to update name, mail address, federal and/or state tax information
- **State Tax** form
- **Tribal Exemption** form
- **Change of Address** form
- **Direct Deposit** form SF-1199A
- **Removal of Direct Deposit**
- **State Tax Removal Form**

Note: Vendor Payment forms and voided checks are not acceptable for Direct Deposit information. The information must be written on the Direct Deposit form.

## Check Mail Address

If you are requesting payment to go to a check mail address, ensure the address you provide can receive mail.



If you have a Post Office box, your name needs to be registered and listed as an owner of the box to receive mail. Contact your local Post Office if you are unsure.

List a contact number where you can be reached if we have questions regarding the information you have provided on the form.

**Note: In the event your Treasury Check has not been received within 10 business days of the payment process date, contact our office to verify the payment destination on file.**

**If it is determined the payment is a Lost Check, Treasury requires us to wait 30 days to track the missing payment to allow for adequate delivery time by the US Postal Service.**

## Removal of a Direct Deposit

If you are requesting the removal of a Direct Deposit, ensure the address you provide for a Treasury Check is accurate and can receive your mail.

## To change a Direct Deposit

Ensure the Direct Deposit form SF-1199A is completed correctly with the information required:

- Name of person entitled to payment, (this is you)
- Social Security Number/Claim number/Payroll ID (we must have your SSN to process your request)
- Type of account, (choose **only one**, checking or savings)
- 9 digit routing number
- Account number
- Certification (sign and date)

**Note: In the event your Direct Deposit has not been received within 5 business days of the payment processed date, contact our office to verify the account information.**

## W-4 Federal Tax

The following information must be complete and legible for processing. If information is incomplete or illegible, the form may be sent back to you without updating your profile.

- Your name exactly as it is on your Social Security Card
- Your complete 9 digit Social Security Number (000-00-0000)
- Complete mail address including city, state & zip (this must be an address that can receive mail)
- Marital status
- Number of exemptions (if you are claiming)
- Additional dollar amount (optional)
- Sign and date the form (to claim exempt, the signature date must be of the current year for processing)



**Note: If you are exempt, you must indicate your marital status (Block 3) and write EXEMPT (Block 7) If block 7 is filled out, then block 5 must be left blank. \*\*If the tax information is not filled out correctly, our system will default to SINGLE and ZERO until a new W-4 is submitted. \*\***

## State Taxes

State taxes must be withheld for the state in which you are hired, unless there is a reciprocal agreement in place for that state. You may request withholding for a second state, a resident state, by submitting the appropriate state form. Keep in mind that if you move to a new state, you should complete a new state tax form to update your state tax withholding.

Acceptable forms that may be used to update state taxes:

- Specific State Tax form
- W-4 Federal form with the words "State only" or "Federal and State" written on it (if "State only" is indicated, nothing but the tax information will be updated).
- Tribal Exemption form
- State Tax Removal form

All requested information on a **Tribal Exemption** form must be legible, complete, the form signed, dated (current year), and must include any required attachments (i.e. copy of tribal card).



To promptly process casual hire firefighter pay, it is important the CPC receives complete and accurate information. It is the **Casual's responsibility** to inform our office of any changes affecting the payment profile.



**For Federal or State Tax questions, please see your tax consultant.**

**Ensure the information on the forms you submit to the CPC are legible, correct, signed and dated!**